**King, Valerie A.**

**From:** King, Valerie A.
**Sent:** Monday, August 13, 2001 2:42 PM
**To:** Sanders, Edward; Tricker, Anthony; Dempsey, Ruth
**Subject:** Understanding Smoking and Health Review - Neuchatel Projects

Hi all:
I am trying to schedule the Understanding Smoking and Health project review. Since the projects in this part of the plan are so numerous, I am breaking the review up over several half-days. We will cover all of the Neuchatel S&H projects together in one half-day (excepting Matthias').

To that end, could you advise me of your availability on the following dates:
-September 5
-September 7

The review of the Neuchatel projects in this portion of the plan will require about 3.5 hours (app. 15 minutes per project). We should start at 8:30 am Richmond time and wrap-up around noon.

Please let me know your availability by next Tuesday (**August 21**).

Thanks and best regards,
Valerie

EBS - ok
RD - no (can EBS present)
ATR -

} week of October 1?
↳ no EBS vacation

} week of October 8?
↳ RD vacation (tent)



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